

3. CORDESIG

SUBJECT: Designation of Contracting Officer's Representative (COR)
for Contract/Order No. _____
for _____ (Brief Title Description)

TO: _____
Contracting Officer's Representative

FROM: _____
Contracting Officer

You are designated as the Contracting Officer's Representative (COR) for administering portions of this contract.

You are authorized to take any or all actions with respect to the following:

- a. Maintain liaison and direct communication with the Contractor. Written communications with the Contractor and all contract related correspondence shall be signed as "Contracting Officer's Representative" with a copy furnished to the Contracting Officer.
- b. Assure that the Contractor performs the contract in accordance with its terms, conditions, and specifications.
- c. Monitor the contract, perform all inspections necessary and require the Contractor to correct any deficiencies **EXCEPT** where such corrective action would affect delivery schedule, price or scope of work. Record and notify the Contracting Officer of incidents of faulty or nonconforming work, delays or problems, and recommended corrective action. Notify the Contracting Officer in writing of acceptance of deliverables, and inspections and ensure that distribution of approvals/disapprovals are also made to the Contractor.
- d. Issue written technical interpretations of the Government specifications to the Contractor. Interpretations which could impact delivery schedules, funding, or the scope of work must be coordinated with the Contracting Officer and a copy of **all** written interpretations must be furnished to the Contracting Officer.
- e. Coordinate site entry for Contractor personnel and, if provided, ensure that Government Furnished Property is available when required.
- f. Review any payment request to verify actual performance, to determine reasonableness of billed amounts and to determine compliance with the contract terms. Recommend the payment amount or provide reasons for disapproval.

LIMITATIONS. You are not empowered to award, agree to, or sign any contract (including delivery or purchase orders) or modifications thereto, or in any way to obligate the payment of money by the Government. You may not take any action which may have an impact on contract or delivery order schedules, funds, or the scope of work. All contractual agreements, commitments, or modifications which involve prices, quantities, quality, or delivery schedules shall be made only by the Contracting Officer.

This designation as a Contracting Officer's Representative shall remain in effect through the life of the contract unless revoked by the Contracting Officer in writing. If your designation is revoked for any reason before completion of this contract, turn your records over to the successor COR. If you are reassigned or separated from service, you shall request termination and relief from your duties from the Contracting Officer.

You are further required to maintain adequate records to sufficiently describe the performance of your duties as Contracting Officer's Representative during the life of this contract and forward such records to the Contracting Officer at the completion of the contract. As a minimum the COR file shall contain a copy of the following:

- a. This COR designation letter.
- b. The executed contract and all modifications thereto.
- c. All correspondence between you and the Contractor, and the Contracting Officer.
- d. Names of all technical and administrative personnel assisting you.
- e. Records of COR inspections and receiving/acceptance documents.
- f. Invoices and Monthly Progress Reports.

You are required to promptly notify the Contracting Officer of any potential or actual problems concerning performance under this contract.

Attached for your information and records is an executed copy of the subject contract. You are expected to thoroughly familiarize yourself with the terms and conditions of this contract and with your responsibilities. The Contract Specialist assigned to administer this contract is _____ and he/she can be reached at _____.

By signing below you certify that you understand the following:

- a. All personnel engaged in procurement and related activities shall conduct business dealings with industry in a manner above reproach in every respect and shall protect the US Government's interest, as well as maintain its reputation for fair and equal dealings with all contractors.

- b. A COR shall avoid the appearance of conflict of interest. Any COR who may have direct or indirect financial interests which would place him or her in a position where there is a conflict between his private interests and the public interests of the United States shall advise his supervisors and the Contracting Officer of the conflict so that appropriate action may be taken.
- c. Individuals, in the grade of GS-13 and above, involved in contracting and procurement activities must complete FORM OGE-450, Confidential Financial Disclosure Report, within 30 days of the date of appointment.

Notification of this appointment is being submitted to the Ethics Office as required. You may be contacted concerning filing of the OGE-450. If you have any questions concerning this matter, you should direct them to the Agency Ethics Officer on (301) 504-1467.

You are required to acknowledge receipt of this appointment on the original copy and return it to the Contracting Officer within 10 days. A duplicate copy shall be retained in your files.

RECEIPT OF THIS APPOINTMENT IS HEREBY ACKNOWLEDGED:

NAME/TITLE (PRINT/TYPE)

SIGNATURE

Date Signed _____

Telephone No. _____

E-mail: _____

cc:
Ethics Office
Contractor

USDA:ARS:AFM:PPD:(branch initials):(writers first initial+last name):(typist initials):(file name):(Disk No.):__/__/2000